

North Carolina Agriculture Cost Share Program Review Summary  
(month, year)

County	<u>Pasquotank</u>	Date of Previous Review/Report	<u></u>
District Staff Name(s)	<u>Dianne Watts, Brian Landon, Dwane Hinson</u>	Date	<u>4/12/16</u>
NRCS Staff Name(s)	<u></u>		
Division Representative(s)	<u>Tom Hill, Eric Pare</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?	X				Albemarle district meets every other month, rotating. Pasquotank meets on as needed basis approximately 5 to 6 times a year. Albemarle districts meet at night. A commendation is given to each district in the Albemarle District for the way that they conduct the meetings; please see cover letter for additional information regarding.					

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How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Posted sign on district door, newsletter					
<i>Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.</i>				X	Field visit made, resource data pulled, discussion with farmers, alternatives provided.					
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	Drainage issues (both home and larger scale) along with the farm community.					
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes!					
<i>Are application motions/decisions recorded in the board minutes?</i>				X	Yes					
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?  Is your district using the self-certification for incentives form provided by the division?				X	They use the self-certification form and have a spreadsheet.					

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	They know the farmers generally in the county and adjoining counties and track the payments by name. These are also the districts that make up the Albemarle district so they communicate more than most.					
At what point in the application process does the district develop the contract? Describe this process.				X	The staff meets with the farmer/applicant, goes over the resource concerns, then develops the contracts.					
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Staff goes over the plan with the applicant and writes letter (and calls) after receiving word from the division.					
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisor does not vote on their own contract.					
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes, absolutely!					
<i>Are contract motions/decisions recorded in the board minutes?</i>				X	Yes					
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>				X	Yes					

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What procedures do you follow for notifying the applicant that work can begin?				X	Phone call with letter					
What information do you provide the applicant?				X	The conservation plan along with the contract (soils, etc).					
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Construction checks provided prior to final checkout.					
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				X	Using CS2, no specific spreadsheet but do look at the plans/contracts on occasion. This was demonstrated live as we just spoke about it with Mr. Jackson!!!					
If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?				X	Yes					
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?	X				Notes and the worksheets. All files were in excellent condition with the proper information included. They were well organized with good notes taken. Please see cover letter for additional information on this Commendation.					
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. See above					


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Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, if needed.					
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes					
Are payment motions/decisions recorded in the board minutes?				X	Yes					
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance how maintenance and/or non-compliance issues are addressed.										
Who participates in annual spot checks? When are they conducted?	X				All supervisors and one staff. Conducted March to May. Please see cover letter for this Commendation.					
How does the district randomly select which contracts to spot check?				X	Pick a number.					
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	N/A					
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	Yes					


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Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	N/A					
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	Verbally					


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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation."  How does your district notify individuals that have destroyed or mismanaged a BMP?				X	Send a letter and comply with policy.					
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Discussion at Board meetings, few situations					
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	N/A, all applicants have complied					
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	N/A					
Is the district notifying the division of non-compliance and resolutions?				X	That point hasn't been reached					
<b>Section 3: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										

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How does the district track BMP funds?				X	Spreadsheet in addition to CS2					
In what instances does the district use the division on-line (website & CS <sup>2</sup> ) reports?				X	Not too much, the old system is better.					
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	All through the county and audited through their budget dept.					
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Dwane Hinson					
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Through the county					
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA.				X	Yes					
<b>Section 4: Contract Reviews and Site Visits</b> Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										



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Contract Number: 70-09-501 Applicant Name: River Road Middle School BMP: Stormwater wetland  <i>Insert Picture Photo can be found here:</i> <a href="http://www.albemarlecd.org/">http://www.albemarlecd.org/</a>				X	Installed and maintained well. No photo due to heavy rain that day		X			
Contract Number: 70-07-05 Applicant Name: Arrowhead Farms BMP: Critical area planting  <i>Insert Picture</i> 				X	Not a great photo, but we saw this from a higher elevation and the vegetation was in place and looking good. More of the practice was on the other end of the photo. The vegetation is planted along a canal.		X			

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Contract Number: 70-07-06 Applicant Name: William Sawyer BMP: Critical area planting  <i>Insert Picture No photo due to heavy rain</i>				X	We saw the practice, it was installed and well maintained. This was grading and vegetation along a canal/ditch that had severely eroded. A berm and drop inlet was installed. No photo due to heavy rain.		X			
Contract Number: 70-2013-012 Applicant Name: K&L Farms BMP: water control structure  <i>Insert Picture</i> 				X	This photo is not the best again, but the water control structure is present, functioning well, and properly maintained		X			

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Contract Number: RC&D Applicant Name: Little River project BMP:  <i>Insert Picture</i> 	X				This is one that cost share funds were not expended but wanted to show some of the work Pasquotank was doing. This is a large project on the Little River where staff is installing a littoral shelf within a large drainage canal. Very innovative and a large scale project that has significant effect on the community. Please see the cover letter for additional information on this Commendation.		X			
Contract Number: 15-2014-004 Applicant Name: BMP:  <i>Insert Picture</i>										
Contract Number: Applicant Name: BMP:  <i>Insert Picture</i>										

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Contract Number: Applicant Name: BMP:  <i>Insert Picture</i>										